

WILLIAMSON COUNTY & CITIES HEALTH DISTRICT INFORMATION SHEET

PAY PERIODS / WORK WEEK / PAYDAY / TIMESHEETS

The official workweek is Friday thru Thursday. The supervisor will discuss the work schedule with each employee. Each employee shall complete a timesheet daily. All employees are paid every other Friday, for the two week pay-period ending the Thursday of the week before payday. All full time employees and part-time employees working 900 hours or more annually are members of the Texas County & District Retirement System. A mandatory deduction of 7% for your retirement contribution is deducted from each paycheck. WCCHD matches this contribution at the rate of 9.86%. You become vested after 8 years of employment. Other standard deductions from payroll include: FICA/Medicare (7.65%), Federal Income Tax With-holding, as well as any benefits options selected.

ANNUAL LEAVE / SICK LEAVE

Accrual of annual leave begins the first day an employee is physically on duty and follows this schedule. In calculating annual leave accrual, new employees will be given credit for up to 5 full years of previous experience in a local or state public health department. Accrual of sick leave begins the first day an employee is physically on duty. Full-time employees accrue eight hours of sick leave each month. Part-time employees leave hours are proportionate to full-time employees. Employees classified as exempt may accrue comp-time, while employees classified as non-exempt may earn comp-time and overtime under certain circumstances.

TOTAL WCCHD EMPLOYMENT	HOURS ACCRUED/MONTH	MAX CARRIED OVER/YEAR
0 but < 2 years	8 hours	180 hours
2 but < 5 years	9 hours	244 hours
5 but < 10 years	10 hours	268 hours
10 but < 15 years	11 hours	292 hours
15 but < 20 years	13 hours	340 hours
20 but < 25 years	15 hours	388 hours
25 but < 30 years	17 hours	436 hours
30 but < 35 years	19 hours	484 hours
35 years or more	21 hours	532 hours

BENEFIT OPTIONS

Employees working 30 hours/week or more are eligible to participate in the employee insurance program. Eligible employees may select health insurance through either the self-funded Williamson County Employee Health Plan or the HMO Health Plan. A dental insurance plan is also available. Health and dental insurance may be purchased for the employee only or employee plus dependent(s). Benefits also include \$10,000 life-insurance for the employee, \$5,000 for their spouse and \$1,000 for each child. Additional optional benefits that can be purchased include increased Life-Insurance, Long-Term Disability Insurance, a Flex-Spending Plan, and a Deferred Compensation Plan. Health, dental and life insurance become effective on the 1st of the month after the employee has completed 60 days of employment. Employees have the opportunity to participate in the Williamson County Wellness Program, where points earned translate into dollars.